

29 September 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Competitive Evaluation Panel #6 Meeting

1. The Competitive Evaluation Panel #6 met at [REDACTED] STATINTL
on 26 and 27 September 1977 with the following members

STATINTL

2. The Chairman convened the meeting at 0830 on
26 September 1977, recessed for lunch at 1200, reconvened
at 1245 and adjourned at 1700. The Panel reconvened on
27 September 1977 at 0830 and adjourned sine die at 1130.

3. The Competitive Evaluation Listing for the GS-7's
was completed and will be submitted to the Finance Career
Board for review, approval and endorsement to the Head, MF
Career Subgroup.

[REDACTED] STATINTL

Secretary

STATINTL

[REDACTED]
Chairman, MF Panel #6

At this grade level employee's potential for growth should be determined after careful consideration given for employees ability as professional or technical employee. To distinguish between the professional and technical employee, a review of the work being done and the individuals ability to assume a greater variety and more complex duties must be considered. Most professionals have identifiable characteristics when given the opportunity to be creative, to apply analytical methods in solving problems, to act in an advisory capacity and to properly evaluate and report findings. Technicians are lacking in theoretical preparation and are only able to perform professional duties in a limited field or narrow area. Their training has been limited to on-the-job and employee requires more supervision when attempting to perform duties outside of established procedures, rules, percepts and guidelines. In the case of the technical employee, assignments with growth opportunities are limited. These employees are well qualified to perform in a limited capacity although no limitation can be determined at this stage of their career. The professional employee having completed the EOD training cycle and receiving on-the-job training must be viewed based on their evaluation reports while in the training cycle and potential for grasping and applying further instruction received in work assignments.

Skills to be considered for evaluation at this grade level are:

- General Support - Support duties (finance, personnel, security, logistics, ops. support) at domestic or foreign field installations being performed as or on behalf of the support/admin officers. Individuals assigned to Headset Operations performing general support duties or providing advice and guidance to stations during periodic inspections would be included.
- Budget - Actual performance of maintaining obligations and encumbrances preparation of APODS; analysis of trend reports; assisting in compiling estimates for budget preparation.
- General Finance - Most duties performed in this category are basic functions performed in all divisions. Heavy emphasis should be given to audit function. Auditor of a variety of financial transactions and processing of claims and vouchers in the major divisions of the central Office of Finance and the decentralized B&F offices. Performance as Payroll Technician in Compensation Division would be included in this category. Also included is the Data Base Branch and Accounting Branch of Accounts Division. Employee's experience or ability should be considered when acting as a cashier for imprest funds and such experience should be noted in this category. Employee's ability to grasp the variety of audit functions is essential in determining potential even though actual audit of the transactions has not occurred.

8/2/77

Skills to be considered (Continued)

*Administrative
Systems*

Systems

- Performance in use of systems in everyday operations. Preparation of menus and other documents for direct transmittal through use of terminal for various systems.

ACTUAL

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- High - Strong to Outstanding performance - look for positive remarks in the narrative statements regarding ability to perform at a higher grade level with additional responsibilities.
- M - Medium - Proficient to Strong performance - employee may be recently assigned to position or just obtaining proficiency in performance of certain duties.
- L - Limited - Adequate to Proficient rating based on performance with indication in the fitness reports of areas for improvement. Also those employees with only limited experience in certain duties due to rotational assignments or performance of a speciality in the other skills category.
- O - None - Employee has yet to be assigned duties and no evaluation can be made.

POTENTIAL

- H - High - Completion of formal education with understanding of additional training internally as well as externally. Experience from previous jobs or assignments should be considered.
- M - Medium - Nearing completion of formal education with indication of strong initiative to complete. Two year degree with work experience would be considered and may indicate high potential when considering actual performance evaluation.
- L - Limited - Employee is attending college to improve *their* potential for development as a professional finance officer. This rating is provided to indicate employee's ability to perform in a proficient manner while undertaking an additional responsibility of self improvement.
- O - None - No potential indicated to perform other than assigned task which must be closely monitored.

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14 April 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Competitive Evaluation Panel #7 Meeting

1. The Competitive Evaluation Panel #7 met in the Director of Finance Conference Room in Key Building on 13 and 14 April 1977. The following members were present: Messrs. [REDACTED]

STATINTL

STATINTL

2. The Chairman convened the 13 April meeting at 1300 and adjourned at 1515. They reconvened 14 April at 1300 and adjourned sine die at 1545.

3. The Competitive Evaluation Listings for the GS-5's and GS-6's and a list of promotions recommended was completed and will be submitted to the Finance Career Board for review, approval and endorsement to the Head, MF Career Subgroup.

STATINTL

[REDACTED]
Secretary

STATINTL

[REDACTED]
Chairman, CE Panel #7

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Criteria for Ratings in Skills

PAYROLL - based on performance in C&T and skills rating determined by performance in various jobs while in Division

Actual - H - Proficient performance in 2 or more Branches of payroll
M - Strong performance in 1 Branch of payroll
L - Proficient performance in 1 Branch of payroll and still learning or performance on job is limited

Potential - Progression within C&T based on grade level estimated to be able to attain

SYSTEMS - deeply involved in one major system, do input, analyze output,

Actual - H - Strong performance; counsel on changing specs
M - Proficient rating in duty
L - Still learning or performance on job is limited

Potential - Based on amount of interest and ability to progress in this field

TRAVEL - based on performance in CTB and skills rating determined by performance in various types of travel functions while in Division

Actual - H - PCS (domestic & foreign) & TDY (domestic & foreign) - Strong ratings
M - Familiarity with either foreign or domestic travel with Strong performance
L - Still learning or performance on job is limited

Potential - Degree to which can render strong performance in this function

AUDIT- performance of audit functions in A&CD, or AD/L including storage, airline billings, reimbursements, medical claims, tort claims, Special Payroll Branch, etc. (NOC, Cover company billings, contracts etc.)

Actual - H - based on strong performance and experience on job
M - based on proficient performance or assigned to Special Payroll Branch
L - new on job

Potential - H - based on education and extensive experience and continued performance in this limited skills areas
M - based on F.R. rating of proficiency
L - limited potential

GS-05 & GS-06

GEN ACCTG - knowledge or experience with acctg system (at least an "L" if assigned to CD)

Actual - H - based on amount of knowledge or experience
M - based on amount of knowledge or experience
L - (In CD, at least an "L")

Potential - Degree to which estimated to be able to render strong performance in this function

MONETARY

Actual - H - strong performance in Monetary Division
M - proficient performance in Monetary Division
L - minimal experience/exposure to monetary operations

Potential - Degree to which employee can render strong performance in this function.

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